

### Frequently Asked Questions:

**Questions:** Do I have to mail in the EFT authorization form to receive payments by EFT?

**Answer:** Yes. You can fax or mail the EFT authorization form with your financial institution's approval and the account holder's authorized signature(s) on the form. Once received, it will take approximately two weeks for the EFT to become active.

**Question:** Can I have more than one bank or account for EFT?

**Answer:** No. Only one bank and one bank account can be specified for EFT. For large organizations, we recommend that someone from your Central Finance or Treasurer's Office assume responsibility for maintaining the information on the C&PE website.

**Question:** If I receive payments by EFT, will I also have a notice mailed to me?

**Answer:** No. Remittance detail for EFT payments is only available on the website. When you sign up for EFT, you can specify an email address to receive notification whenever an EFT payment is made. Then, just login to review the remittance detail.

**Question:** Can I sign up for EFT without using the Internet?

**Answer:** No. Because remittance detail is only available on the website, only vendors who sign up through the Internet can receive payment by EFT.

**Question:** Can I get information about Invitations to Bid and current open contracts with the State of Michigan from the C&PE website?

**Answer:** No. Call Acquisition Services at (517) 335-0230 for questions about State contracts or for other information on how to do business with the State or visit their website at [www.mi.gov/doingbusiness](http://www.mi.gov/doingbusiness).

### Frequently Asked Questions:

**Question:** We're a Canadian company. Can we register on the website?

**Answer:** If you or your company are a Canadian or other foreign entity and have been provided a valid Tax ID number by the U.S. Internal Revenue Service, you can register on the website with that number. If you do not have a valid U.S. Tax ID number, call the OFM Help Desk to receive a Form W-8 to register.

### How Do I Get Help?

If you have any questions about the registration process, click on the Frequently Asked Questions (FAQs) link on the website to find the answers to many of your questions.

Or you can call the OFM Help Desk. Representatives are available from 7:00 a.m. to 5:00 p.m. Monday thru Friday except for State of Michigan holidays.

To receive a printed Registration Packet by mail, call the OFM Help Desk and first select phone option 1 and then select phone option 2 and leave your name and complete mailing address.

State of Michigan  
Department of Management & Budget  
Office of Financial Management  
Vendor Registration  
George W. Romney Building, 7<sup>th</sup> floor  
P.O. Box 30710  
Lansing, MI 48909

### OFM Help Desk

Toll Free 1-888-734-9749  
In Lansing at 517-373-4111

Fax 517-373-6458  
Email: [dmb-vendor@michigan.gov](mailto:dmb-vendor@michigan.gov)

## Contract & Payment Express Internet Vendor Registration

for

## State of Michigan Vendors & Payees

The Contract & Payment Express website (C&PE) was developed so that individuals, companies, school districts, and other vendors and payees can easily and quickly register to do business with the State of Michigan. Vendors and payees can access the website to maintain their own information, change mailing addresses, and even sign up to receive payments by Direct Deposit also called Electronic Funds Transfer (EFT).

### Who Should Register?

Any business, organization, or person who would like to do business with or who is expecting payment from the State of Michigan should register. This includes individuals, companies, municipalities, school districts, State of Michigan employees, and others.

### How Do I Get There?

Visit the C&PE website at:

[www.cpeexpress.state.mi.us](http://www.cpeexpress.state.mi.us)

Bookmark this page for your next visit.

## Security

The C&PE website uses the latest 128-bit U.S. security encryption, which your Internet browser must support. See the website for details.

Access requires the use of a unique User ID that you create and a password.

## Existing Vendors

If you or your company are already on file as State of Michigan registered vendors and you are new to the C&PE website, select **New Users**. Specify your Tax Identification Number (social security number or FEIN) and create your own User ID. A temporary password will be mailed to the tax reporting address currently on file. If the address is incorrect, notify us with a signed and dated written request before requesting a password. Once you receive your temporary password, return to the website to access your information.

## New Vendors

If you are a new vendor, select **New Users**. Specify your Tax Identification Number and create your own User ID. A temporary password will be mailed to the address you specify for future access. Continue to register.

## Temporary Password

Once you receive your temporary password, return to the website, enter the User ID you created and the temporary password into the Returning User section. You will then be prompted to choose your own password. Then sign in again with the User ID and your own password.

## Ownership Details

When registering, specify the type of ownership of your business. If an individual sole proprietor, select sole proprietorship. Otherwise, choose the appropriate type(s) listed. Select the appropriate characteristics of your company.

## Electronic W-9s

Review and submit the electronic W-9 to become a registered vendor. For non-profit 501(c)(3) organizations or for those who indicate they are subject to back-up withholding, print and sign the form and return it to us for registration activation. The website will prompt you accordingly.

## Michigan Counties (optional)

Specify the area(s) within the State where you or your company can provide goods and/or services. Or select the entire state, if appropriate.

## Direct Deposit - Electronic Funds Transfer (EFT) (optional)

Complete banking information on C&PE. Ensure that you have your bank's routing number and your account number available for entry. Print the EFT Authorization form. Sign and date the form. Also take the form to your bank and have the form signed and dated by the bank. Then submit the completed form to the address indicated on the form.

Each separate street address that you set up on your profile has its own space for entering an email address. When an EFT payment is made to that street address, the email address specified for that street address will receive a notification that a payment will be made. This makes it possible for you to set up different individuals to be notified by email, depending on the street address that the EFT payment is directed to.

If you choose not to sign up for EFT at this time, simply click on **cancel** at the bottom of the screen. You can return to C&PE later and sign up for EFT if you choose.

## Commodities (optional)

Specify the 5-digit commodity codes that represent the goods and/or services you or your company can provide. Preview a listing of commodity codes online, browse the alphabetical list or use the keyword search function to find the appropriate codes. You can call the OFM Help Desk for assistance or to request a printed listing by mail. Update, add, or delete these codes at any time in the future.

## View Details

Review your registration information, make any necessary changes, and then select **finish** to complete the Internet registration process. Sign in anytime to view EFT payment detail (detail available for 45 days), review your information, or to make changes.

## Frequently Asked Questions:

**Question:** I can't seem to access the website.

**Answer:** Your Internet browser may not support the required 128-bit U.S. Security encryption. Check with your organization's network administrator or your Internet service provider.

**Question:** Is the Internet the only way to register to become a vendor?

**Answer:** No. You can complete the necessary forms from our printed Vendor Registration Packet. Just call the OFM Help Desk toll free at 1-888-734-9749. Select phone option 1 and then select phone option 2 to leave your name and address. A Vendor Registration Packet will be mailed to you. However, to sign up to receive payments by EFT requires Internet access.

**Question:** I was in the middle of registration and got logged out.

**Answer:** For security reasons, the C&PE website will automatically log you out if there is no activity within 15 minutes.

**Question:** I got logged out before I completed registration. What do I do now?

**Answer:** For new vendors, once you are logged off, you will need to wait for your temporary password to arrive before you can access your information again.

**Question:** Can I have more than one User ID for other people in my organization to view remittance detail?

**Answer:** Yes. The person creating the initial User ID and password is referred to as the primary user. Once the primary user has received the password in the mail, C&PE can be accessed again and the primary user can create a Secondary User ID and password that may be shared with anyone that needs to view payment remittance. The Secondary User has view only capabilities.